

Job Title:	Construction Manager	Department:	Construction
Location:	810 Bryant St., Kalamazoo, MI 49001	Travel Required:	Intermittant Local Travel, Occasional Long Distance
Level/Salary Range:	\$45,000 to \$60,000 per year	Position Type:	1FTE (Full Time Exempt)
HR Contact:	Shaun Wright, Executive Director	Posting Dates:	07/25/2015 until filled
To apply, please send cover letter & resume by either:			
E-mail: swright@communityhomeworks.org		Mail: Attn: "Shaun Wright" to the above address	
Subject Line: Resume – Construction Manager			
Job Description			
<p>Position Summary:</p> <p>Community Homeworks' mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes. This is accomplished through three core programs: Home Maintenance and Repair Education, Critical Home Repairs, and Whole House Weatherization. The Community Homeworks Construction Manager manages, oversees and evaluates the Critical Home Repair and Whole House Weatherization programs for up to 200 client families per year. This full time salaried position reports to the Executive Director.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Oversight and management of all aspects of the Weatherization, Critical Repair, and Special Construction Project programs. • Work collaboratively with the Executive Director and Leadership team to determine annual and long-term objectives and milestones. Help create and manage strategic and detailed plans to meet those objectives. • Create and provide monthly reports to management on construction programs, resources, budgets, outcomes and department status. • Effectively use software-based estimating, scope of work, plan drawings, energy performance, and tracking tools. • Manage and coordinate all construction staff, interns, and subcontractors, including scheduling, quality control, inspections and trainings. • Manage vehicle and tool maintenance and repairs, inventory ordering and control, and all Community Homeworks' facilities maintenance and repairs. • Effectively manage and track multiple program budgets. • Work with Community Homeworks staff to develop and maintain community relationships and act as a liaison to the community. • Schedule, promote, and implement learning opportunities for construction staff. • Continually improve knowledge and skill set in Building Science, Best Practices, and Energy Efficiency. • Willing to "swing a hammer" to fill in for field staff during vacations and busy periods. <p>Skills/Qualifications:</p> <p>State of Michigan Residential Builders License (unlicensed individuals will not be considered)</p> <ul style="list-style-type: none"> • Nationally recognized green building, building science, or energy related certification (examples include RESNET, BPI, LEED, NAHB, or equivalent) • Minimum of 5 years experience managing multiple construction projects • Demonstrated ability and experience in building science and residential energy efficiency. • Strong ability to communicate, both in writing and verbally, about Community Homeworks and its mission. • Ability to interact with all constituents including client families, suppliers, donors, and community leaders. • Ability and experience using specialized drafting and project management programs, Microsoft Office, email, and internet. • A heart for, and desire to serve, disadvantaged populations and a commitment to fulfill our mission to empower low-income neighbors to maintain safe, sustainable, and dignified homes. 			